

PRE-SOLICITATION NOTICE

Date: October 16, 2023

Document Type: Pre-solicitation Notice

Solicitation Number: 19JA80-24-Q-0002

Classification Code: W – Lease or Rental of Equipment

NAICS Code: 532420 – Office Machinery and Equipment Rental and Leasing

Contracting Office Address: U.S. Embassy Tokyo, Procurement/Contracting Office
1-10-5 Akasaka, Minato-ku, Tokyo 107-8420, Japan

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Subject: Photocopier Supplies and Services

Opening and Closing Dates: To be announced

Description: Please note that this solicitation is not ready to be issued as of this date. The U.S. Embassy Tokyo will launch the solicitation on the Embassy's website when it is available. ([Business Opportunities - U.S. Embassy & Consulates in Japan \(usembassy.gov\)](#))

The U.S. Embassy Tokyo requires a contractor to obtain photocopier supplies and services for the U.S. Embassy Tokyo and its Consulates located in Japan. The anticipated performance is for a base period of twelve months and four one-year periods at the option of the U.S. Government. All responsible sources may submit a quote, which will be considered.

Note: As required by U.S. Government's Federal Acquisition Regulation (FAR provision 52.204-7, System for Award Management), prospective offerors shall be registered in the System for Award Management (SAM) database prior to award of a contract. Below is the website link providing vendor registration information: <https://www.sam.gov>

Place of Contract Performance: Sapporo, Tokyo, Yokohama, Nagoya, Osaka, Fukuoka, and Okinawa in Japan